



DCPDS - Print Germany LN NPAs using Ghostview (Single&Batch)



CHRA Europe Region, New 17 February 2005

Purpose: To provide step-by-step instructions for Managers and Admin Personnel in Germany on how to print Germany Local National (LN) Notification of Personnel Actions (NPAs) using Ghostview. NPAs can only be printed through the DCPDS Processes and Reports Function. You cannot print an NPA until (1) the action has been processed into the database by the CPOC, and (2) the effective date has arrived.

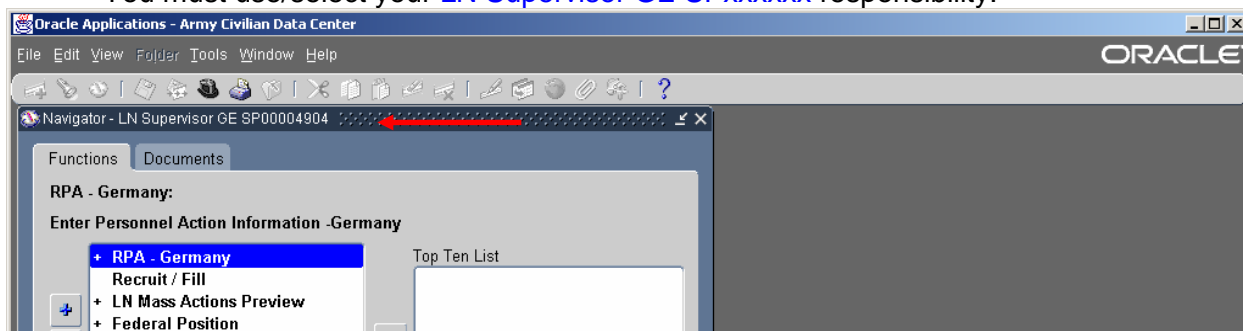
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Using the Correct DCPDS Responsibility / Accessing the Processes and Reports Function

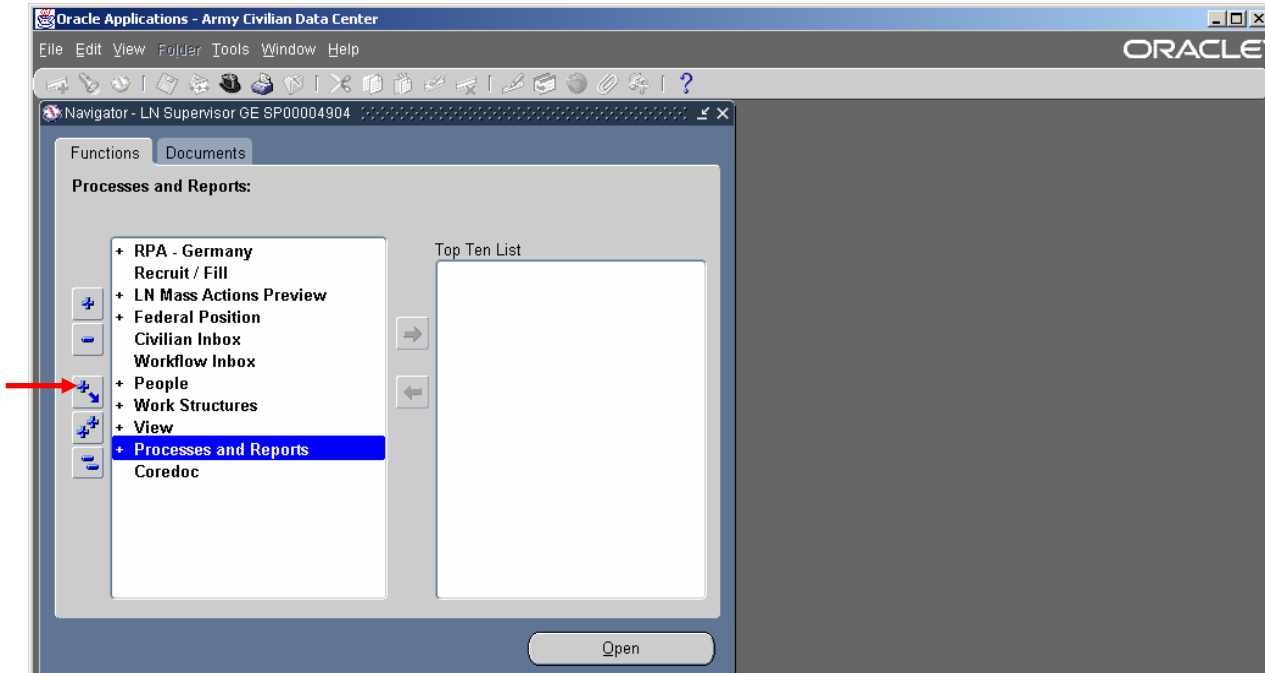
Important: Ensure you logged onto DCPDS with the appropriate 'Responsibility' hat.

- You must use/select your **LN Supervisor GE SPxxxxxx** responsibility.

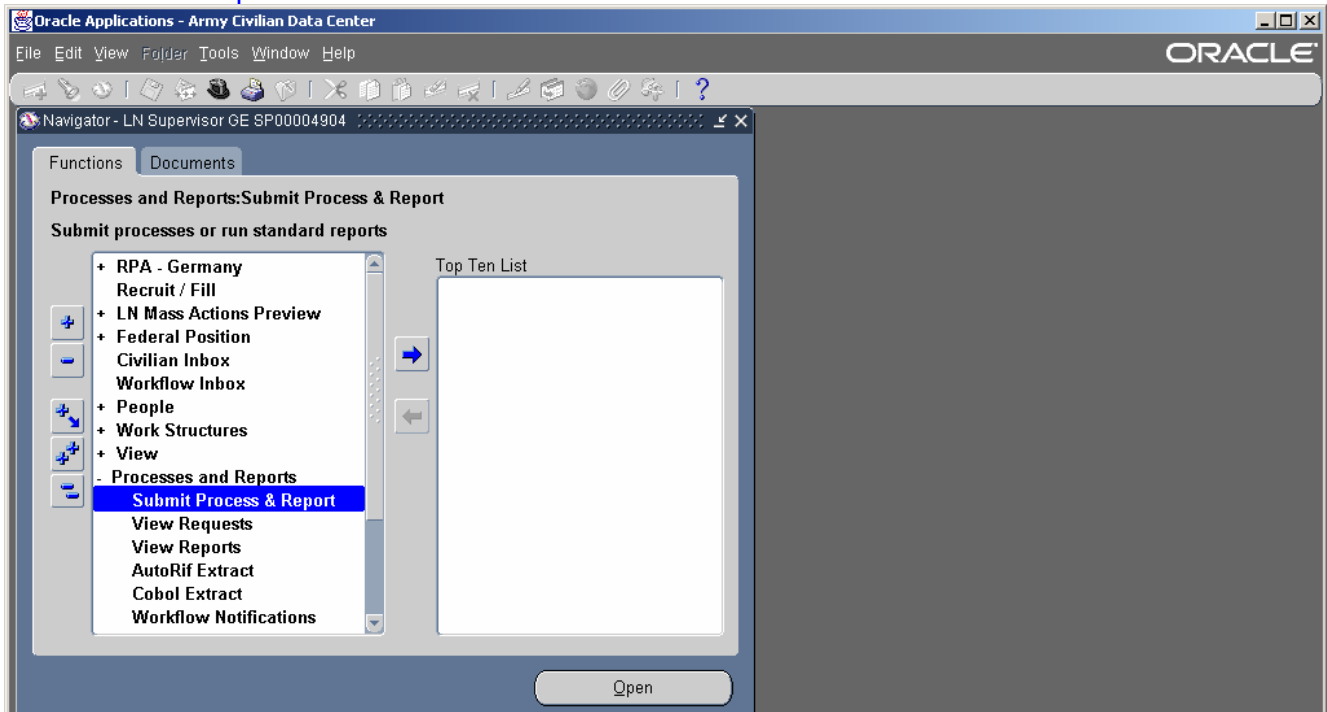


From the Navigator:

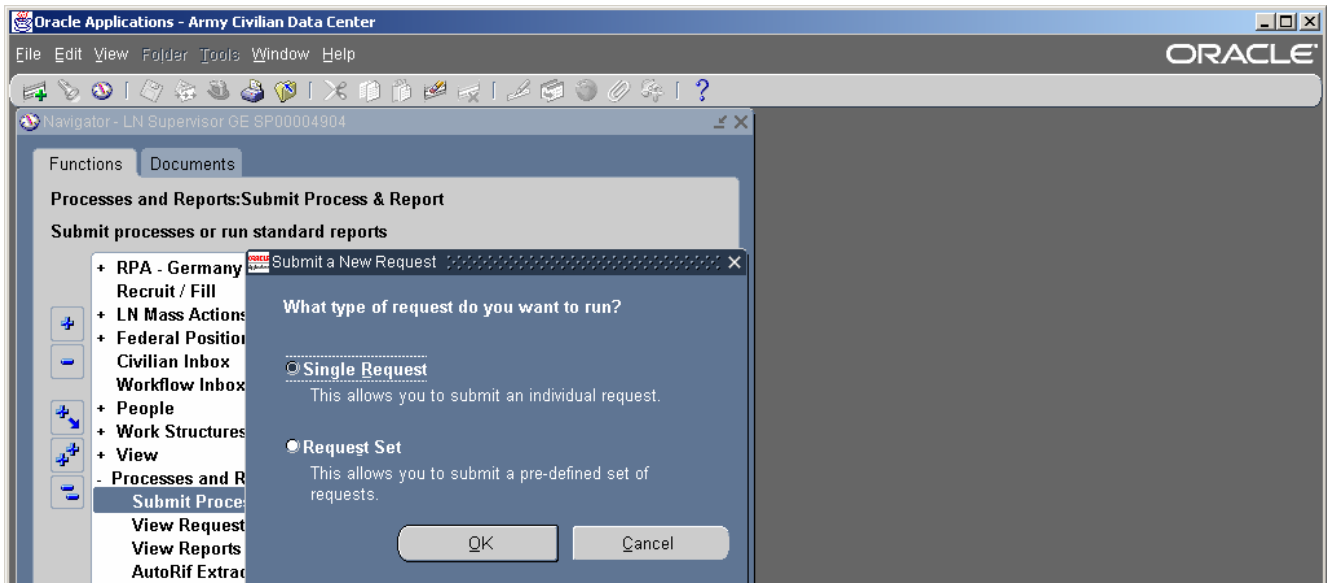
- Expand the **+Processed and Reports** Option.
 - Either **double click** the **option**,
 - Or **single click** the **option** and then **click** on the **+down arrow** button on the left hand side.



- Select **Submit Process & Report**.
- Click on **Open**.

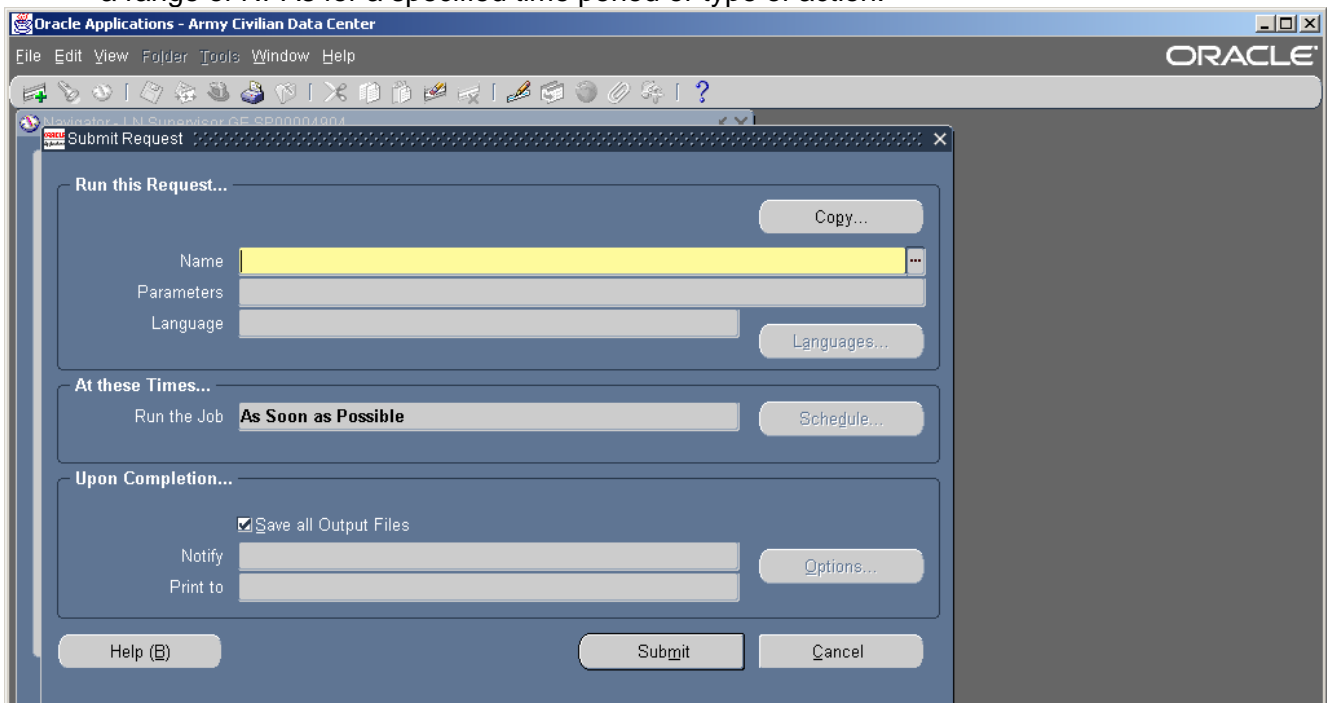


- Ensure the **Single Request** option is selected.
- Click on **OK**.



The **Submit Request** window opens. In this window you will **set the parameters** for your print request.

- See 'Submit a Report Request for a **'Single'** NPA Print Request(s), on page 4 - 7 to print a single NPA for a specific employee.
- See 'Submit a Report Request for a **'Batch'** NPA Print Request(s) on page 8 - 10 to batch print a range of NPAs for a specified time period or type of action.



Submit a Report Request for a 'Single' NPA Print Request(s)

- Type **Local** in the **Name Field** and hit the TAB key on your keyboard.

Oracle Applications - Army Civilian Data Center

File Edit View Folder Tools Window Help

Navigator: LM Supervisor GE SP00001004

Submit Request

Run this Request...

Name **Local** Copy...

Parameters

Language Languages...

At these Times...

Run the Job **As Soon as Possible** Schedule...

Upon Completion...

☒ Save all Output Files

Notify

Print to Options...

Help (B) Submit Cancel

- Select **Local Nationals Germany Notification of Employment Status Army**.
- Click on **OK**.

Oracle Applications - Army Civilian Data Center

File Edit View Folder Tools Window Help

Navigator: LM Supervisor GE SP00001004

Submit Request

Run this Request...

Name **Local** Copy...

Parameters

Language

At these Times...

Run the Job

Upon Completion...

Notify

Print to

Help (B)

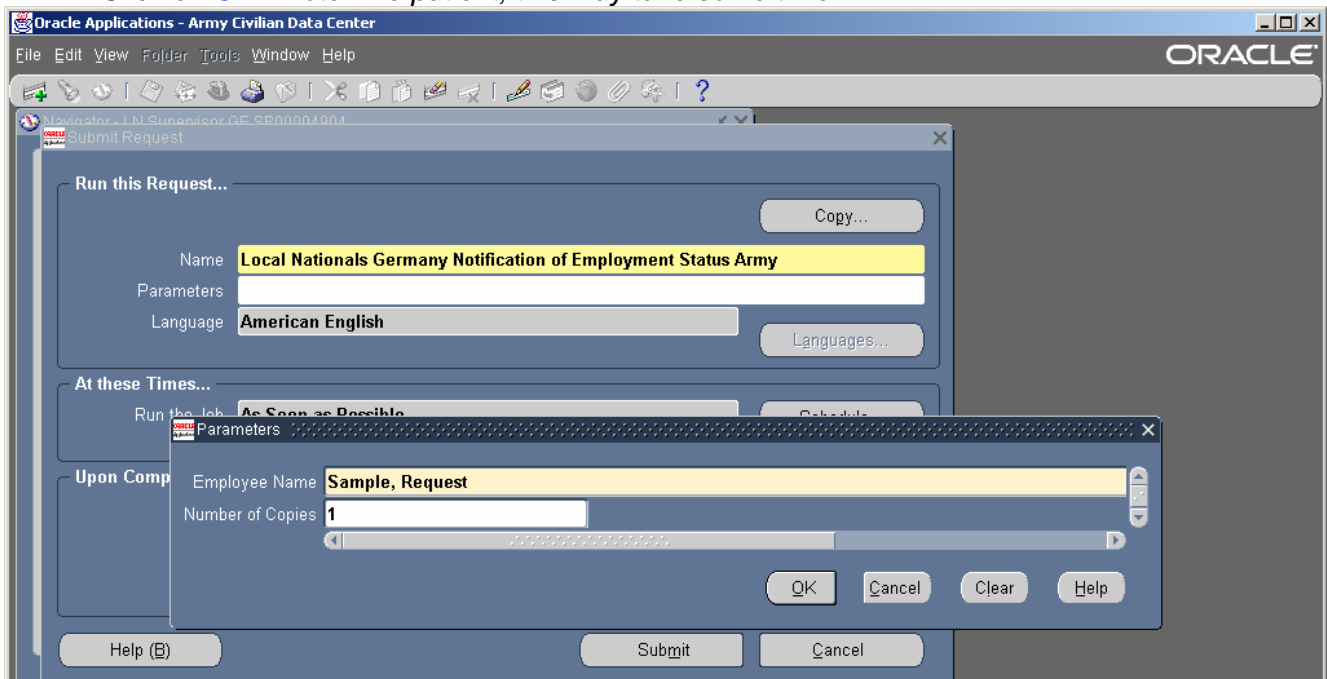
Reports

Find Local Nationals %

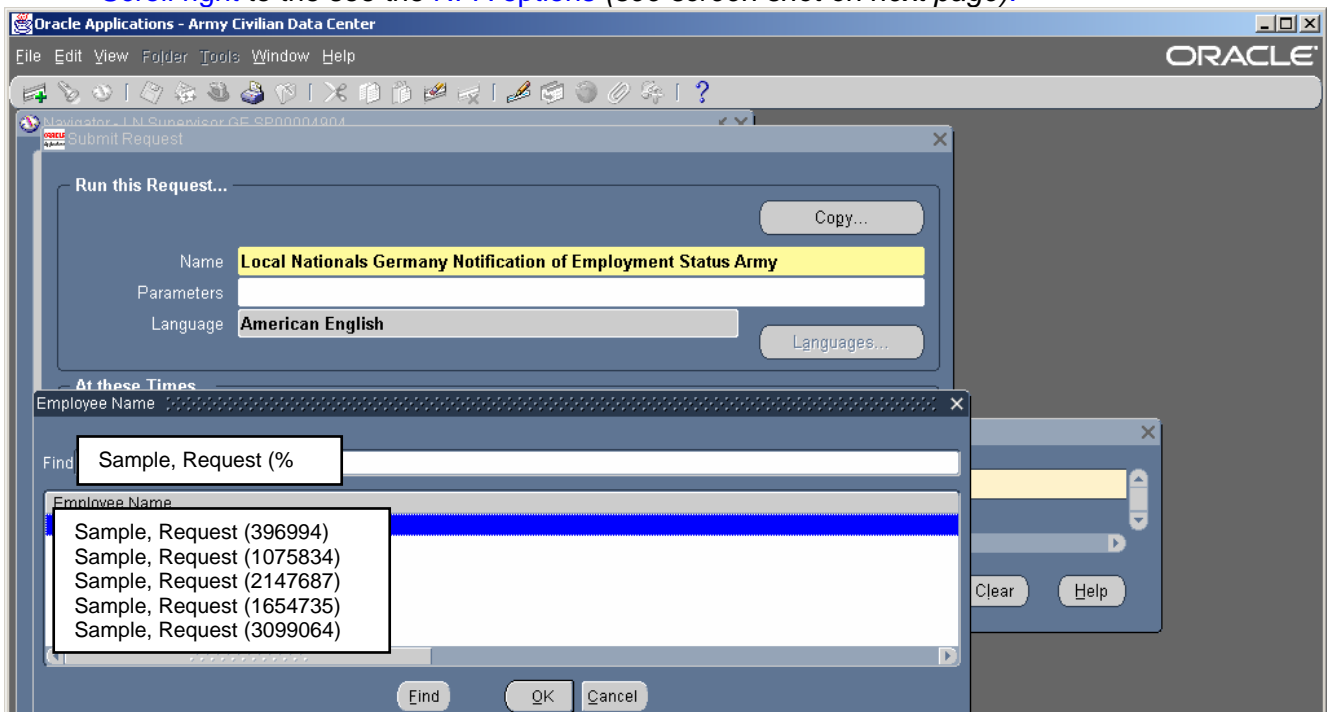
Name	Application
Local Nationals Belgium SF52	CIVDODHF
Local Nationals Generic SF50	CIVDODHF
Local Nationals Generic SF52	CIVDODHF
Local Nationals Germany Notification of Employment Status Army	CIVDODHF
Local Nationals Germany Notification of Personnel Action Air Force	CIVDODHF
Local Nationals Germany RPA Army	CIVDODHF
Local Nationals Germany RPA Non-US Air Force	CIVDODHF
Local Nationals Italian SF50	CIVDODHF
Local Nationals Italian SF52	CIVDODHF
Local Nationals Japan 11EJ	CIVDODHF
Local Nationals Korean SF50	CIVDODHF
Local Nationals Korean SF52	CIVDODHF

Find OK Cancel

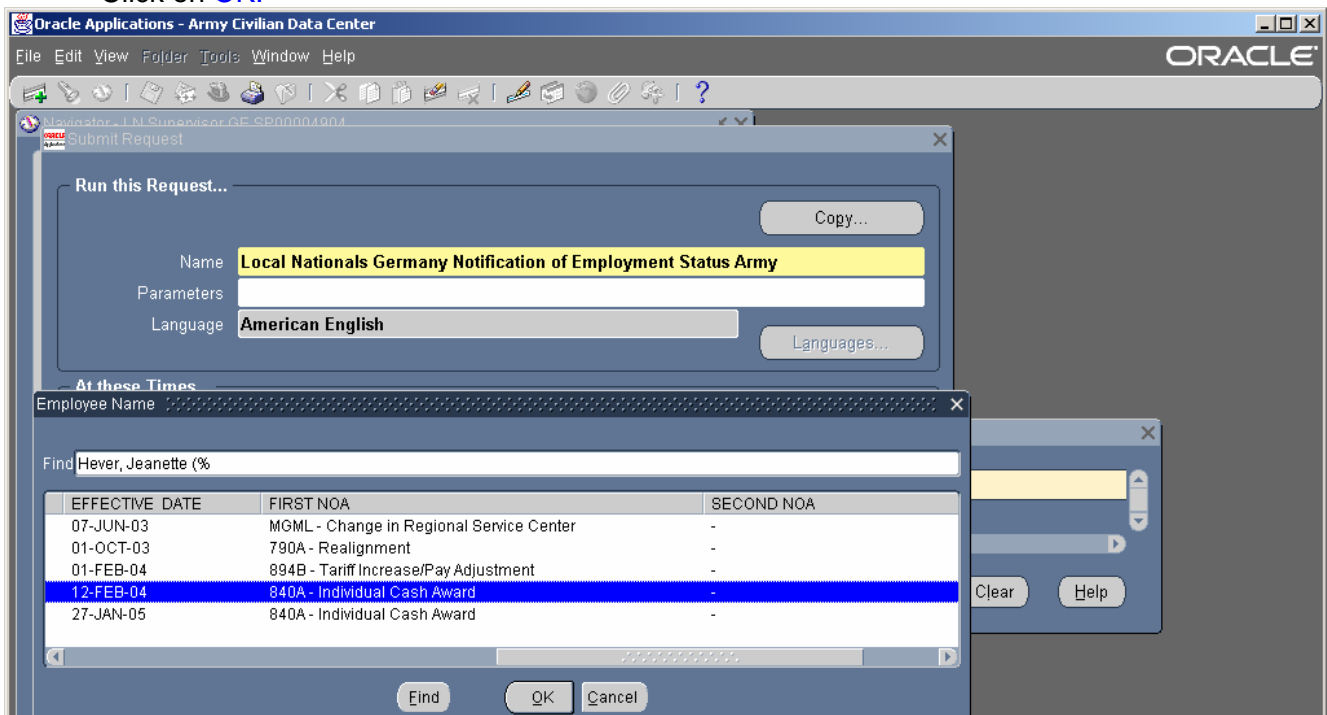
- Type the **employee's last name**, e.g. Sample in the corresponding field of the Parameters window. *Note: If you enter the full name ensure you enter it as last name, first name, e.g. Sample, Request. Full name search is recommended if you have more than 1 employee having the same last name.*
- Click on **OK**. *Note: Be patient, this may take some time.*



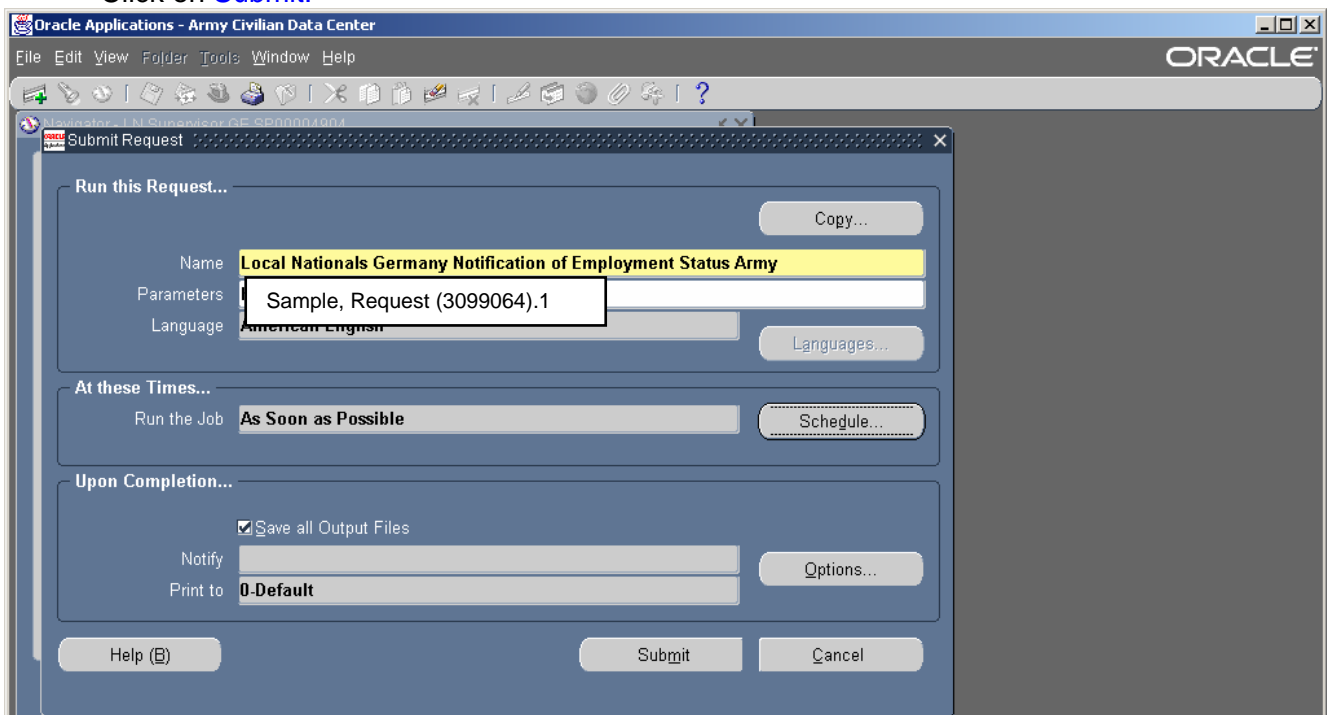
- The **Employee Name** window listing all NPAs will open.
- **Scroll right** to see the **NPA options** (see screen shot on next page).



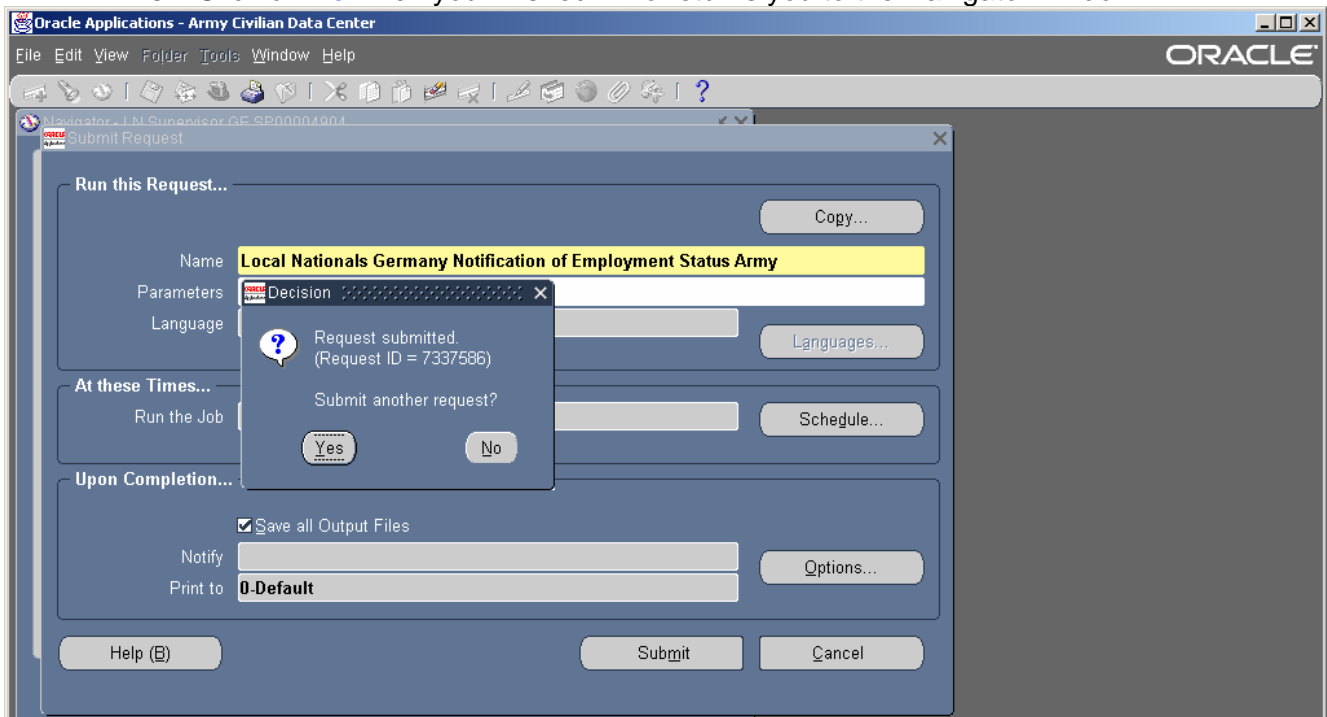
- Select the [NPA](#) that you like to print.
- Click on [OK](#).



- Ensure that Print to in Upon Completion at the bottom reads [0-Default](#). If not, please follow the instructions 'How to Change the Report Request Print To Option to 0-Default' on page 11 – 13.
- Click on [Submit](#).



- A Decision window opens displaying the Request ID. *Note: For easier identification it is recommended to record the Request ID number, especially if you run multiple reports*
 - To request another print report click on **Yes**.
 - Click on **No** when you finished – No returns you to the Navigator window.



- To print your NPA/s using Ghostview follow instructions on page 14 – 17.

Submit a Report Request for a 'Batch' NPA Print Request(s)

- Type **b** in the **Name Field** and hit the TAB key on your keyboard.

The screenshot shows the 'Submit Request' dialog box in the Oracle Applications - Army Civilian Data Center. The dialog has several sections: 'Run this Request...' with fields for Name (containing 'b'), Parameters, and Language; 'At these Times...' with a 'Run the Job' field set to 'As Soon as Possible'; and 'Upon Completion...' with a checked 'Save all Output Files' option and fields for Notify and Print to. Buttons for 'Copy...', 'Languages...', 'Schedule...', 'Options...', 'Help (B)', 'Submit', and 'Cancel' are present.

- Select **Batch Army Germany AE 690-60B Print**.
- Click on **OK**.

The screenshot shows the 'Submit Request' dialog box with the 'Reports' sub-dialog open. The 'Find' field in the sub-dialog contains 'ba%'. A list of reports is displayed, with 'Batch Army Germany AE 690-60B Print' selected. The sub-dialog has 'Find', 'OK', and 'Cancel' buttons.

Name	Application
Basic Orientation Supervisory Training Backlog Notice(CIVLN_JNB02)	CIVDODHF
Basic Orientation Supervisory Training Listing (JNB0-3)	CIVDODHF
Batch Air Force Germany AF Form 825 Print	CIVDODHF
Batch Army Germany AE 690-60A Print	CIVDODHF
Batch Army Germany AE 690-60B Print	CIVDODHF
Batch Belgium SF 52 Print	CIVDODHF
Batch Generic SF 50 Print	CIVDODHF
Batch Italy SF 50 Print	CIVDODHF
Batch Japan 11EJ Print	CIVDODHF
Batch Korea SF 50 Print	CIVDODHF
Batch Notification of Personnel Action - AD Faculty Employees	CIVDODHF
Batch Print Notification of Personnel Action - m2m	CIVDODHF

Complete the Parameters as follows, enter in:

- Employee Name (single request): **Leave blank**. You cannot batch print all NPAs for an individual employee.
- NOA code: **Only complete to print the Pay Adjustments, then enter: 840A**.
- POI: **4170**.
- Organization: **Leave blank**. The system automatically selects the NPAs of employees within your secure view.
- From Effective Date: The **date of your choice**, e.g. 01-JAN-2005
- To Effective Date: The **date of your choice**, e.g. 17-FEB-2005. **Must be always entered**, even if it is the same as the From Effective Date.
- Reprint Printed NPAs: **Auto populates No, change to Yes**.
- No Of Copies: **Auto populates 1, leave as is**.
- From Approval Date: **Leave blank**.
- To Approval Date: **Leave blank**.
- Click on **OK**.

The screenshot shows the Oracle Applications - Army Civilian Data Center interface. A 'Parameters' dialog box is open, displaying the following fields and values:

Field	Value
Employee Name (single request)	
NOA Code	
POI	4170
Organization	US Army Europe and 7th Army (4170)
From Effective Date	01-JAN-2005
To Effective Date	17-FEB-2005
Reprint Printed NPAs	Yes
No Of Copies	1
From Approval Date	
To Approval Date	

The dialog box has 'OK', 'Cancel', 'Clear', and 'Help' buttons at the bottom. The background window shows a 'Run this Request...' section with a 'Copy...' button and a list of requests.

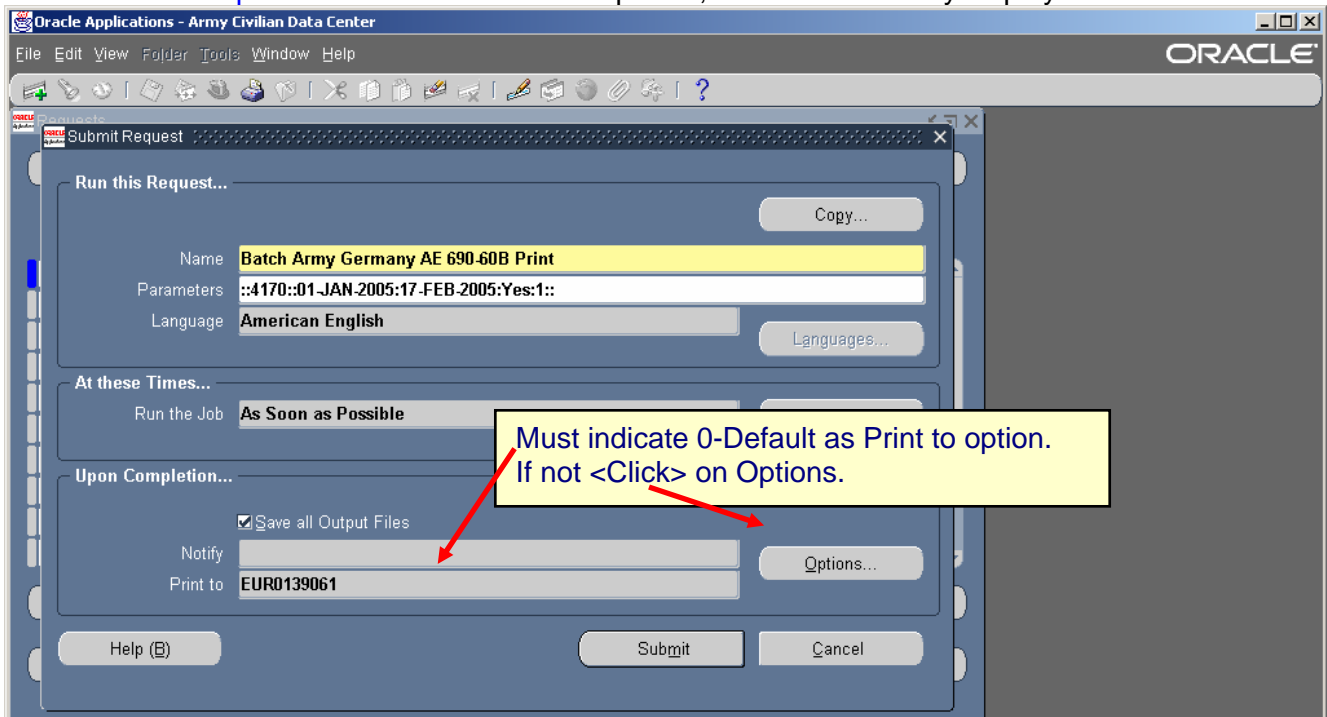
- Ensure that Print to in Upon Completion at the bottom reads **0-Default**. If not, please follow the instructions 'How to Change the Report Request Print To Option to 0-Default' on page 11 – 13.
- Click on **Submit**.

- A Decision window opens displaying the Request ID. *Note: For easier identification it is recommended to record the Request ID number, especially if you run multiple reports*
 - To request another print report click on **Yes**.
 - Click on **No** when you finished – No returns you to the Navigator window.

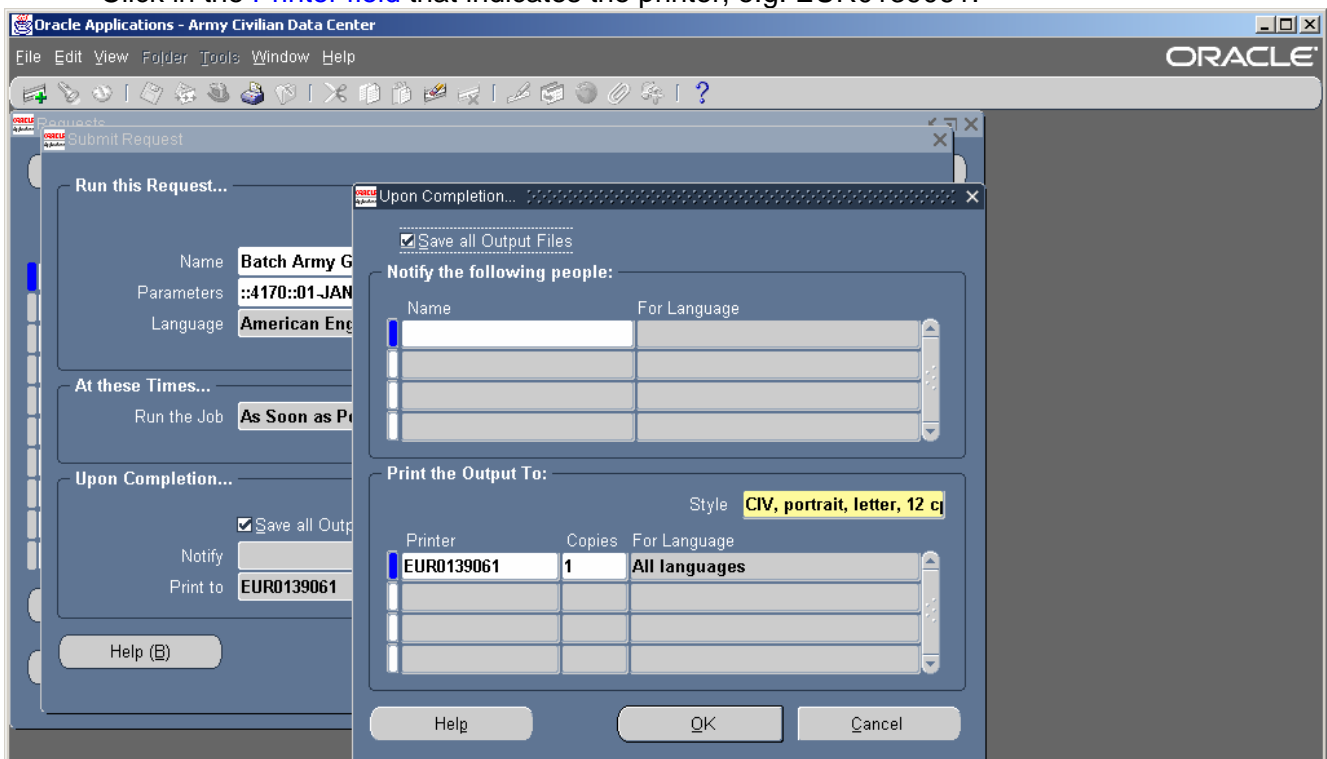
- To print your NPA(s) using Ghostview follow instructions on page 14 – 17.

How to Change the Report Request Print To Option to 0-Default

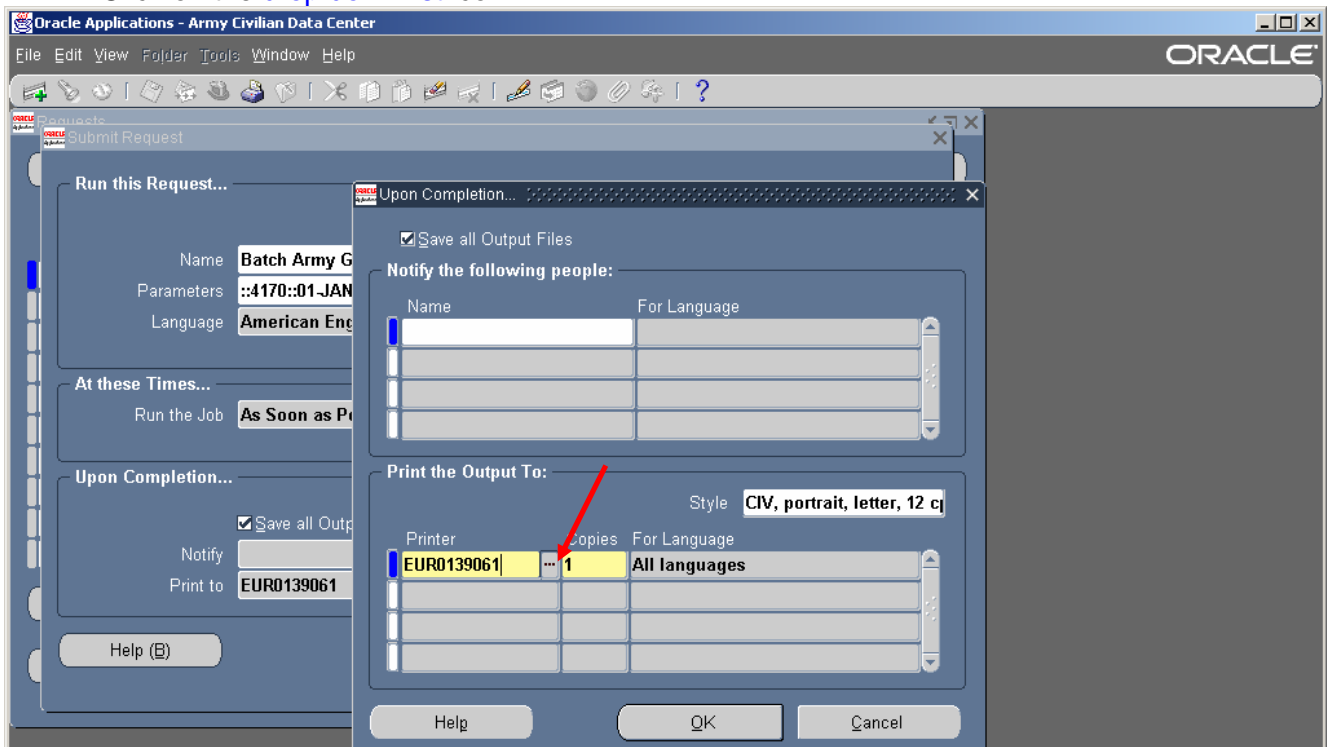
- Click on **Options** to select the **0-Default** printer, if not automatically displayed.



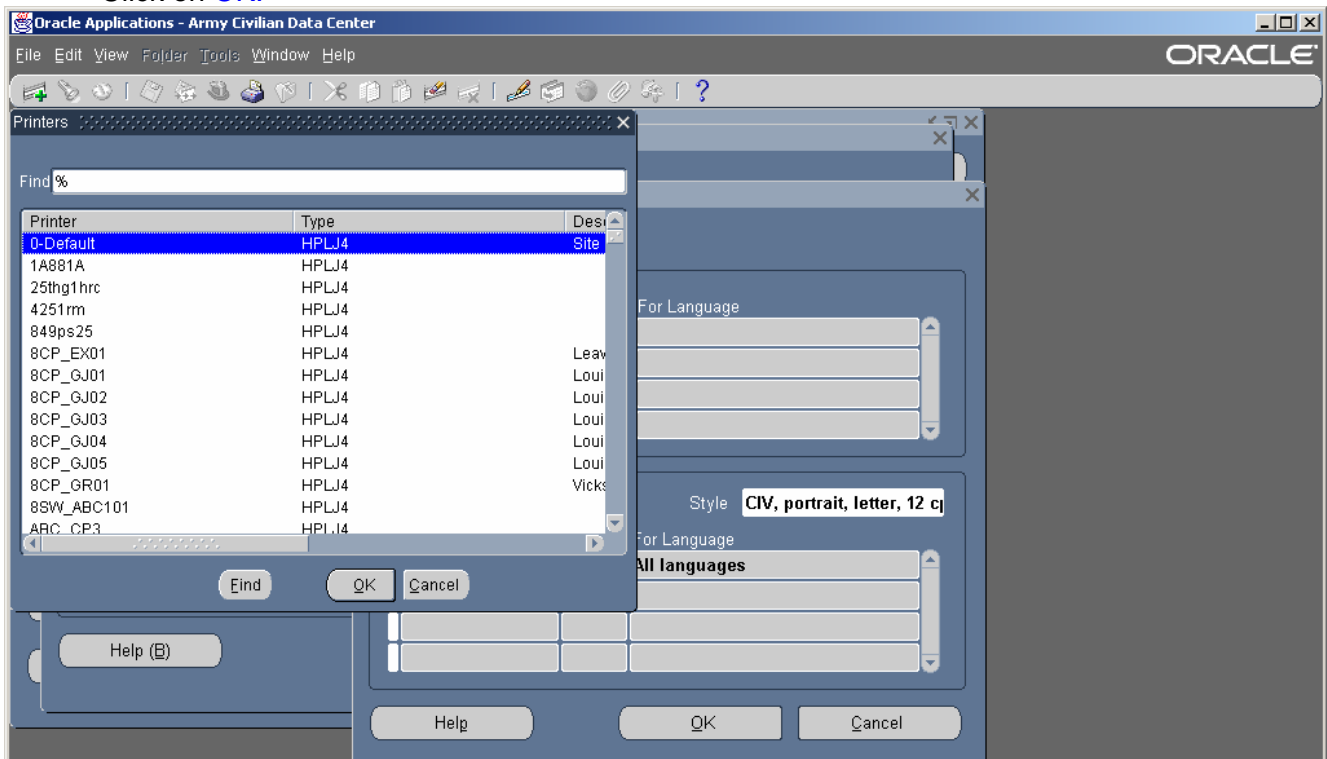
- Click in the **Printer field** that indicates the printer, e.g. EUR0139061.



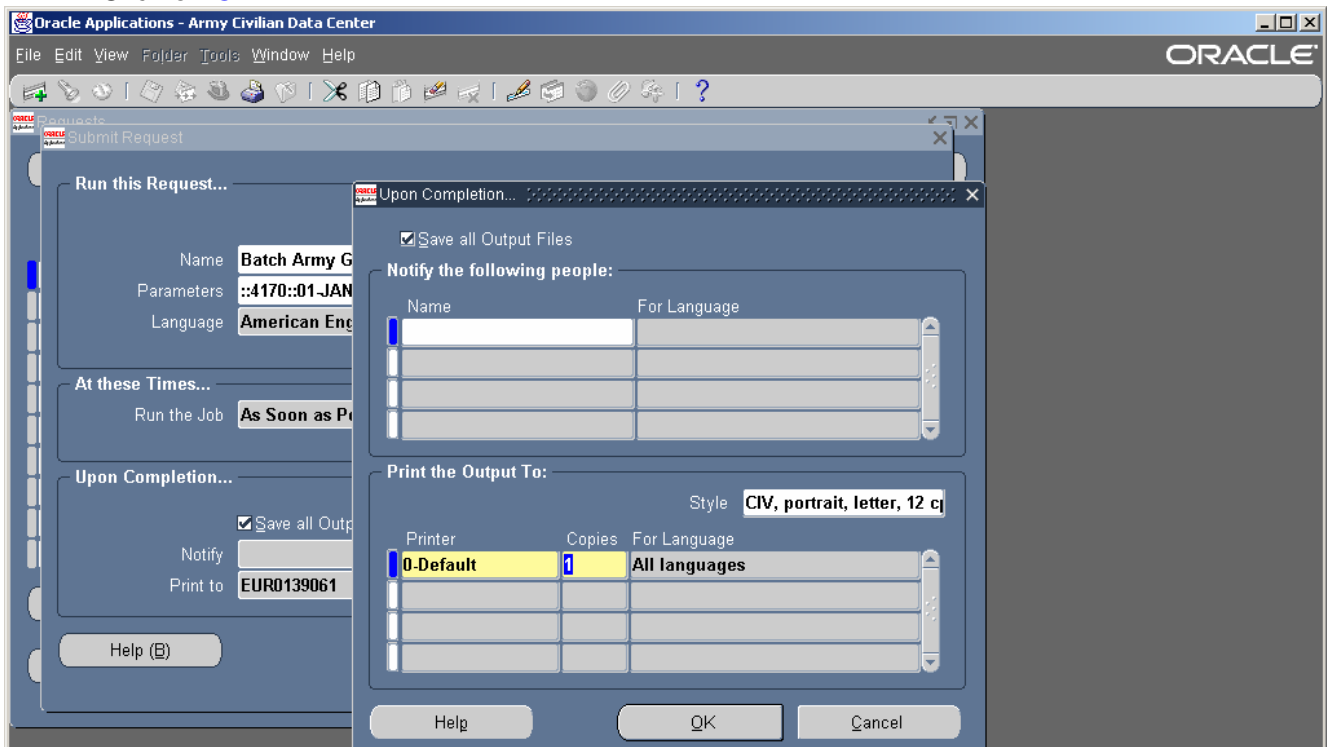
- Click on the **drop down list** icon.



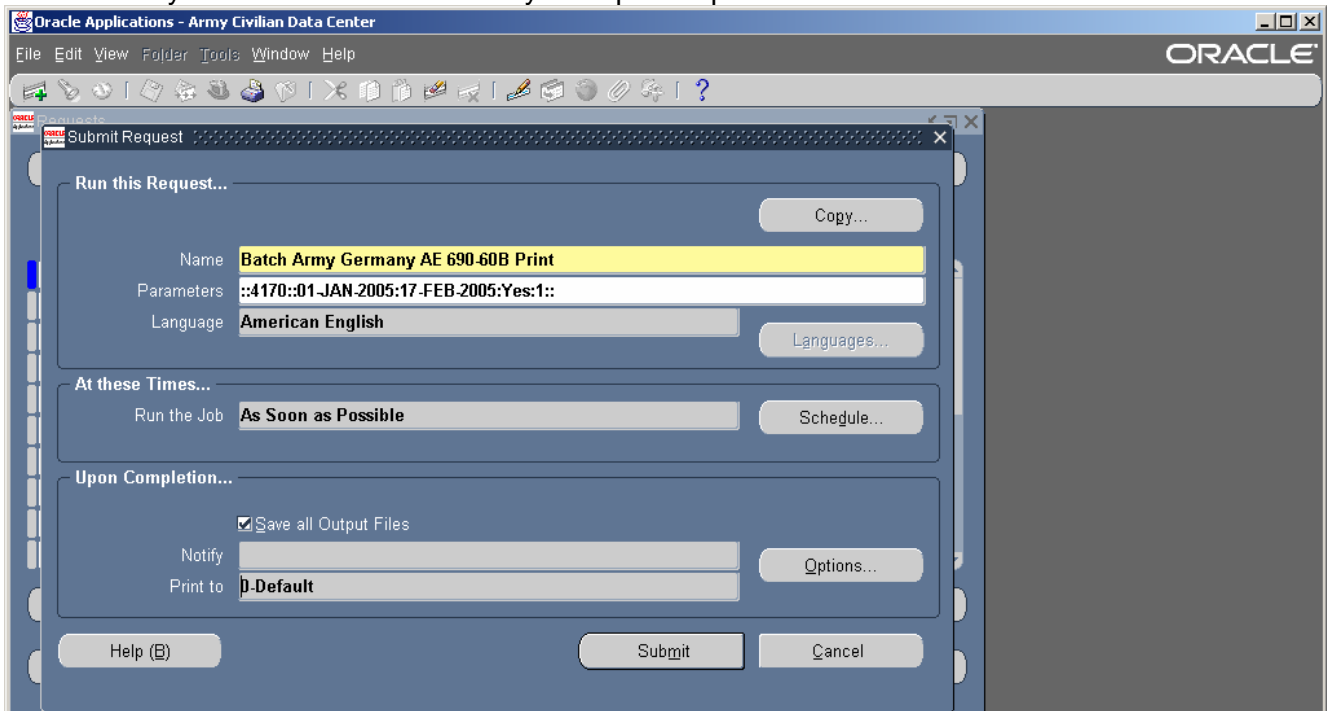
- Select the **0-Default** option.
- Click on **OK**.



- Click on [OK](#).



- Now you can continue to submit your report request.

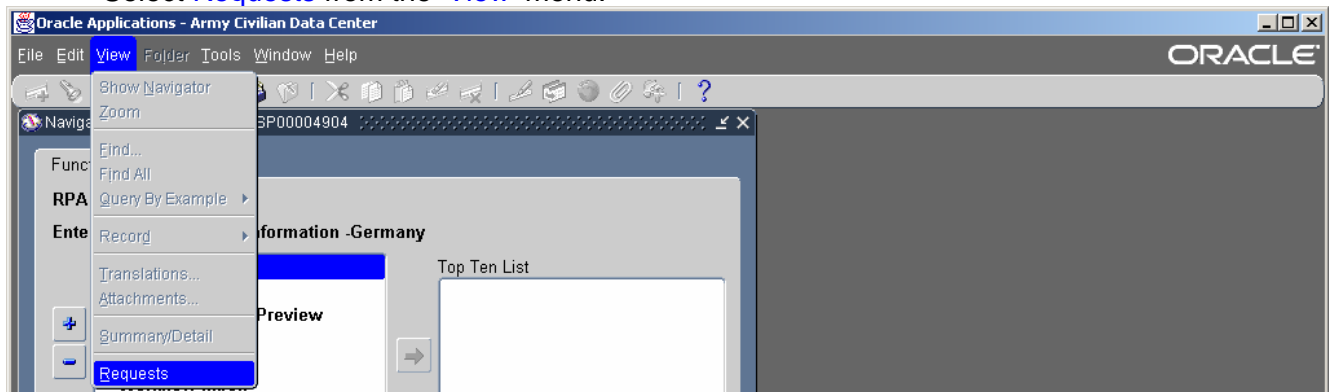


Print the NPA(s) generated through Report Request using Ghostview

Ghostview is a third-party product that allows you to view the NPA on your screen and to print the form using your 'regular' printer.

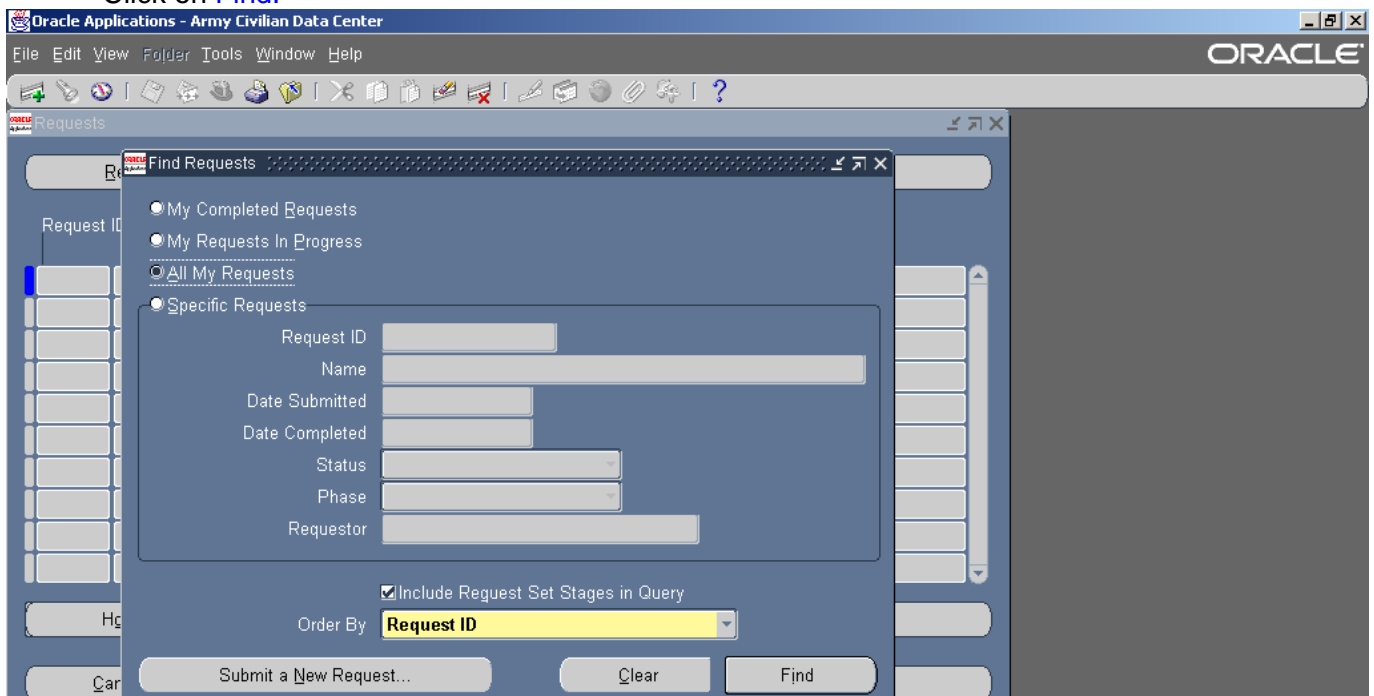
To print the NPA:

- Select **Requests** from the 'View' menu.



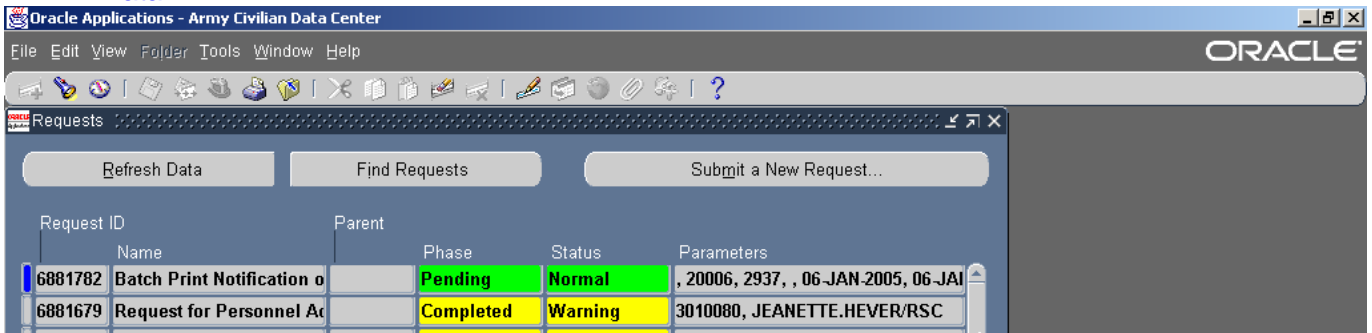
The Find Requests window opens. If desired you can enter a variety of search criteria, but this is not necessary. Your most recent request will be at the top of the list in the Requests window.

- Click on **Find**.

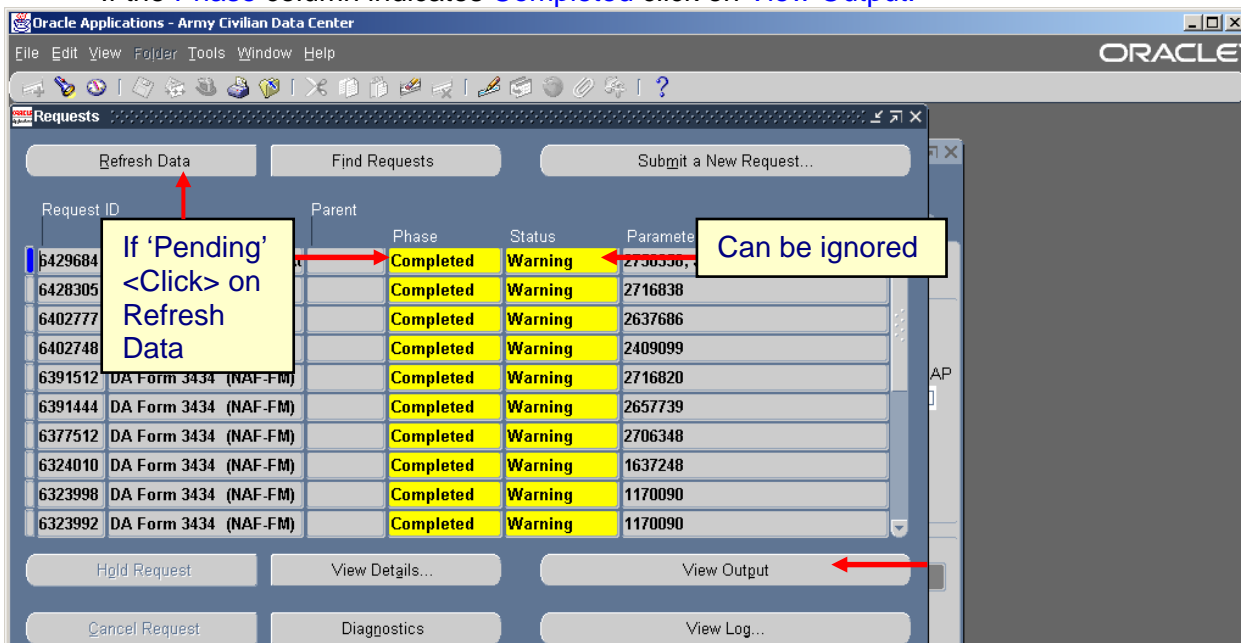


The Requests window will have your most recent request at the top of the list.

- If the **Phase** column indicates **Pending** or **Running** instead of **Completed** click on **Refresh Data**.

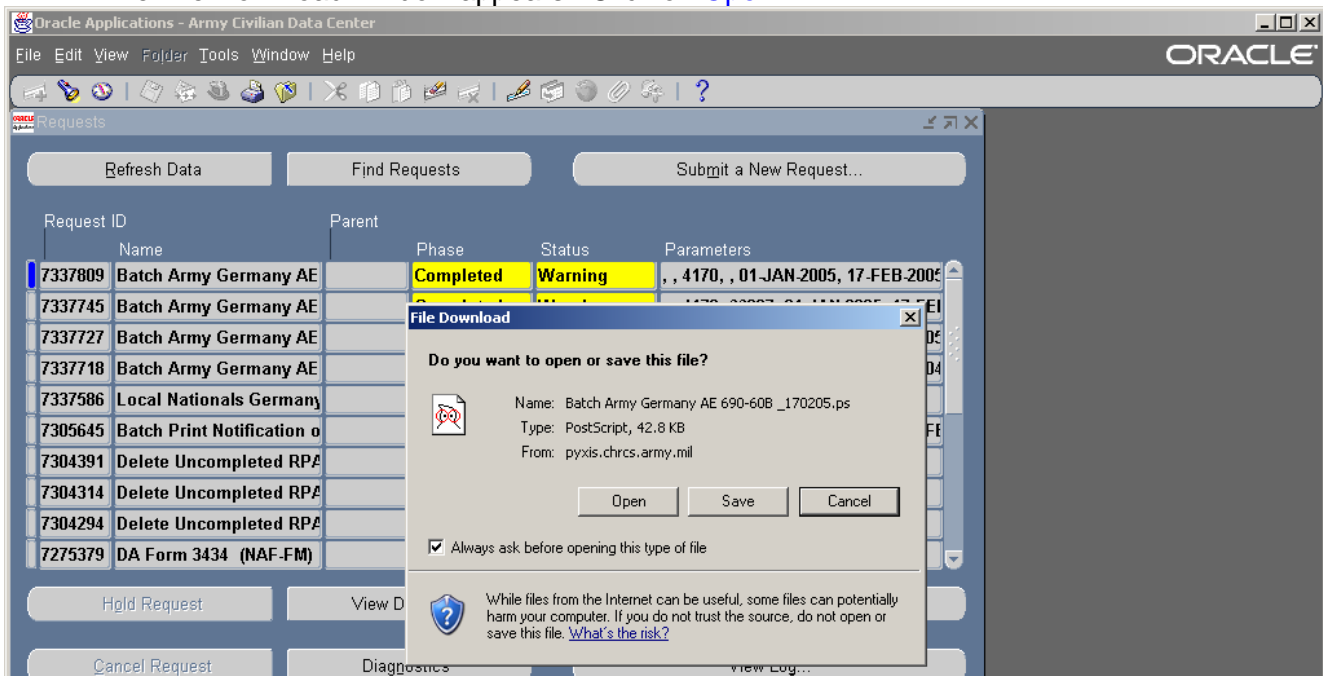


- If the **Phase** column indicates **Completed** click on **View Output**.



Note: If you selected the “default” printer from the list of printers, the ‘Status’ column indicates ‘Warning’ since the printer is not recognized by DCPDS. This warning can be ignored in this case.

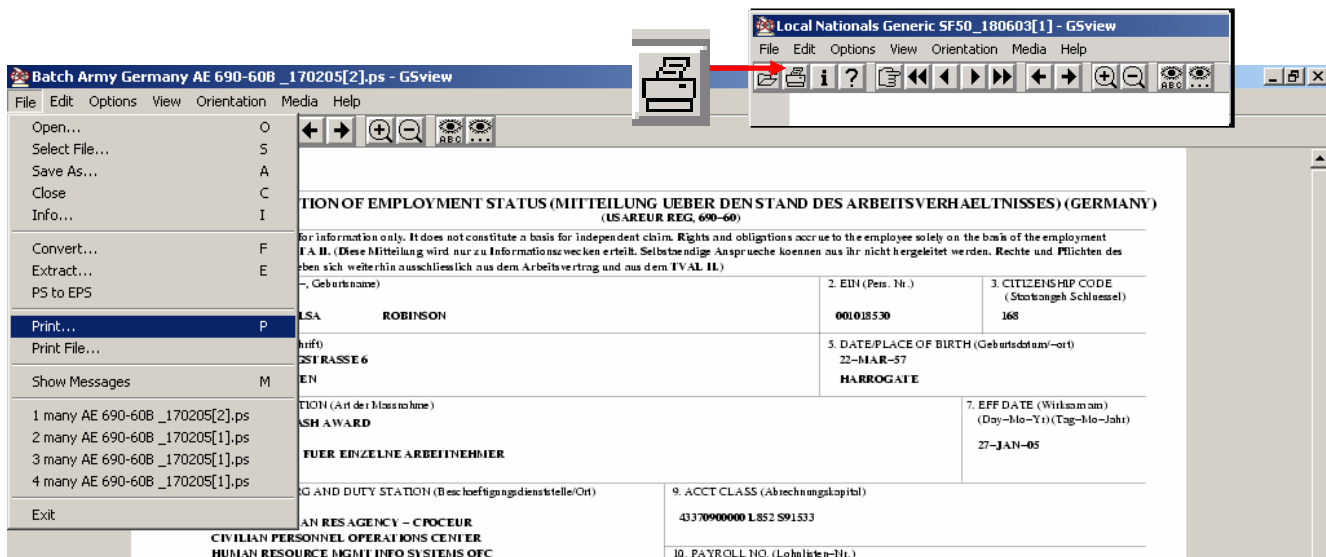
- The File Download window appears. Click on **Open**.



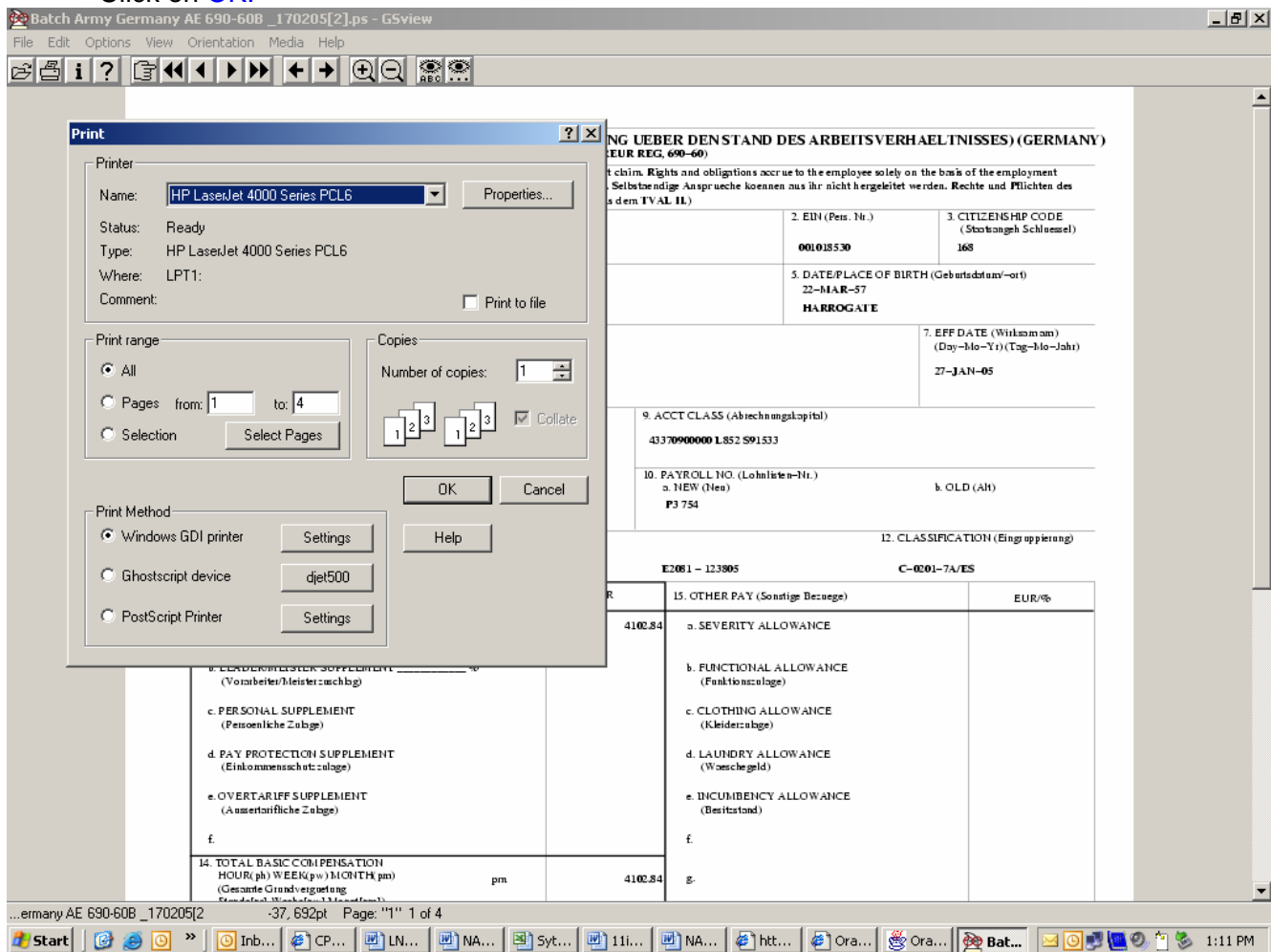
The Local Nationals Ghostview window appears and will display your NPA(s).

To print the NPA from Ghostview:

- **<Select>** **Print** from the Ghostview **File** menu; **OR <Click>** the **Print** icon.



- Ensure the correct printer is shown in the name field and/or the print parameters are as desired.
- If not, select the appropriate printer from the drop down printer selection menu and/or change print parameters.
- Click on **OK**.

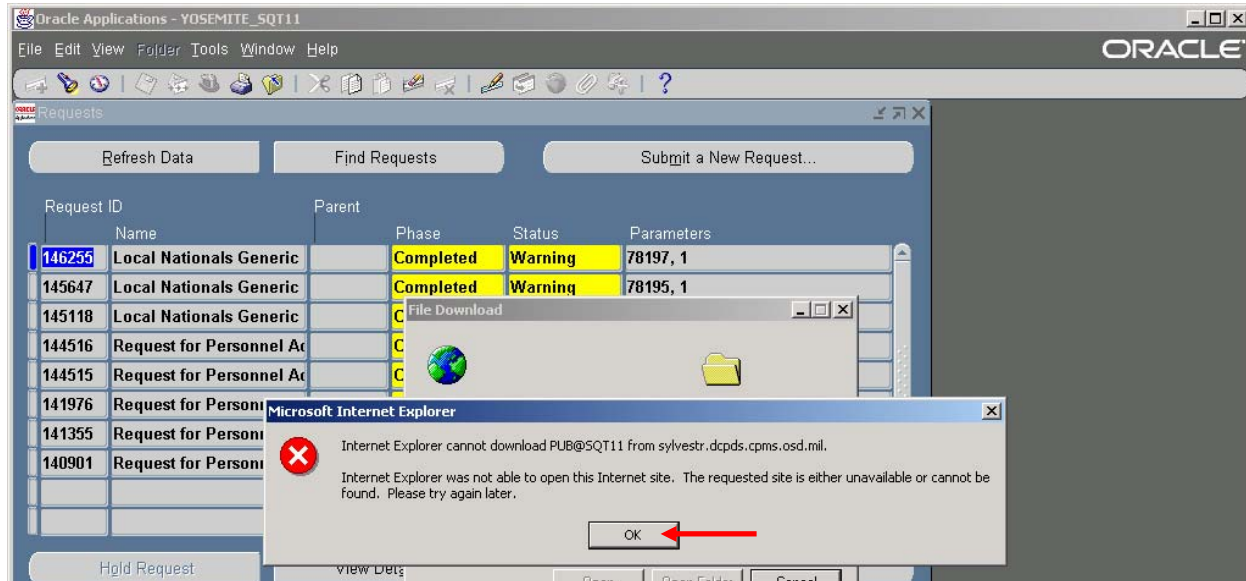


- Your NPA(s) is now printing at your printer and you can **Close** the Ghostview window.

Internet Explorer Error Message and 'How to Fix'

If the RPA/NPA does not open in Ghostview when you click 'View Output' and instead you receive the error message below, then you need to change your Internet settings.

- <Click> on **OK** in the error message.

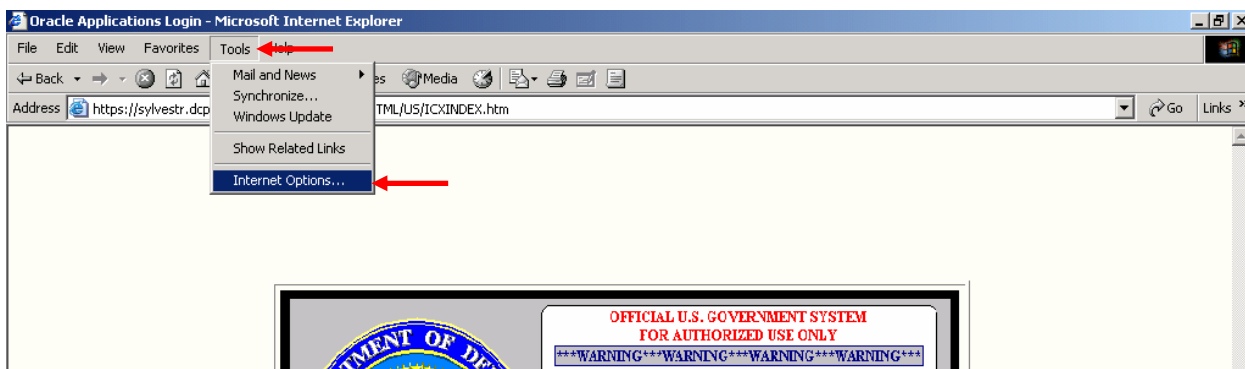


'How to Fix' your Internet Settings:

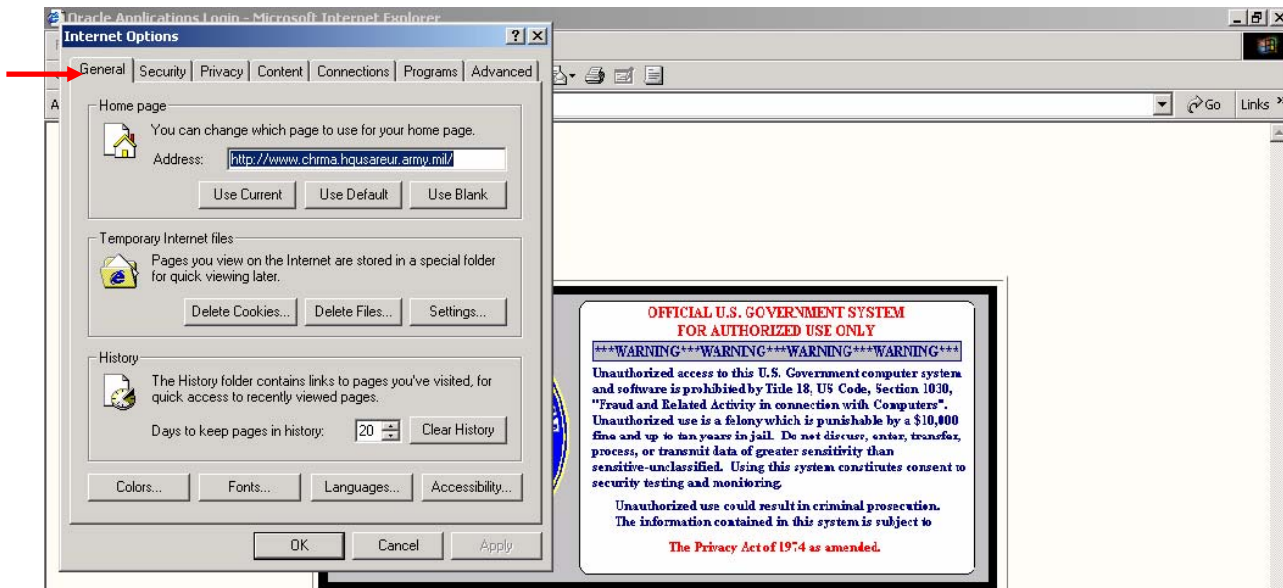
- <Exit> completely from **DCPDS**. You must close the 'Requests' window and all active and inactive Oracle tasks.



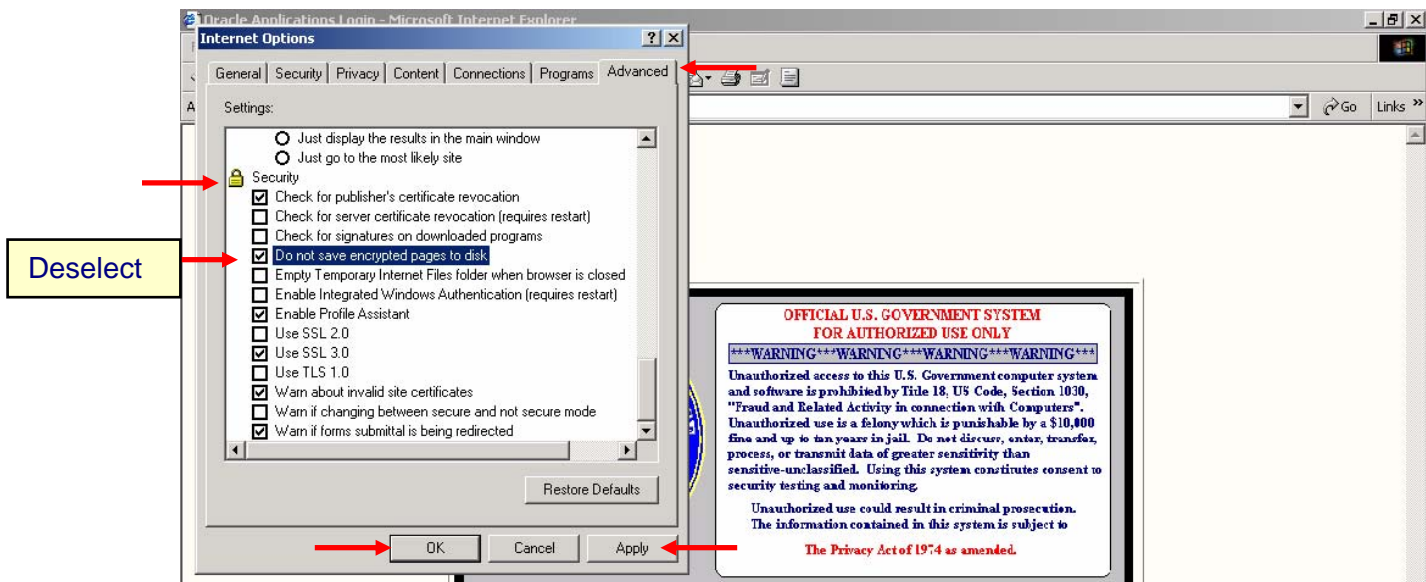
- <Select> **Internet Options** from Tools in the Internet Toolbar.



The Internet Options window opens displaying the 'General' Tab.



- <Click> on the **Advanced** Tab.
- <Scroll> down to the **Security** section at the bottom of the window.
- <Deselect> the **Do not save encrypted pages to disk** box.
- <Click> on **Apply**.
- <Click> on **OK**.



- Now you can logon to DCPDS and re-run your report.